

Directions for Completing Form TRA-858A

The purpose of the form

When you are filing for weekly TRA payments while enrolled in training approved under the Trade Act, you must file your weekly claim certifications **and** verify your attendance in training each week. Weekly claims are filed using the weekly claims system that you used to file for Unemployment Insurance. School attendance is verified with form TRA-858A, "TRA Weekly Request for Allowances by Participant in Approved Training."

Instructions for Completion

You are to fill in the blanks at the top of the form for Name, Social Security Number, Telephone Number, email address, entire Mailing Address, Training Institution (the school you are attending), and the name of the Training Program. You must also fill in the blanks for the Week Number and the Beginning Sunday and Ending Saturday dates.

You also must complete part A - Training Attendance. If you did not attend all scheduled training in the week, you **MUST** provide a written explanation why you missed class(es). This includes classes via the internet. If there was a scheduled break in training, you must list the dates of the break, and have an authorized representative from the school sign it, verifying the break dates. You must enter **EVERY** class you are taking for the semester **each** week. Use only **P (present)** or **A (absent)** to show your attendance; do not use Xs or check marks. Each instructor or an authorized training institution representative must sign off for each class. Your TAA Coordinator will give you instructions if you are required to complete part B. Read the paragraph in part C - Worker Certification, before signing the form. If you drop or add classes, you are required to notify your TAA Coordinator immediately. If you receive other federal training allowances outside of the trade program, you are required to notify your TRA Coordinator immediately.

Special Instructions

If you are enrolled in Remedial Training, you must enter the amount of hours you attended class **each** day, instead of entering a P. If you are absent, you still enter an A.

If you are enrolled in one or more classes via the internet, you must obtain **weekly** attendance verification from the instructor in writing via email or fax and submit it along with the TRA-858A form.

How to get more forms (TRA-858A)

When you have two or three forms left, attach a note to the form requesting that additional forms be sent to you. This process will take several days. You may also download a printable form at: http://dwd.wisconsin.gov/dwd/forms/ui/tra_858_a.htm.

Reasons TRA checks may not be paid when expected

There are many reasons that TRA checks may not arrive as quickly as your regular unemployment checks. These include:

- Your attendance form is incomplete in any manner whatsoever. It is your responsibility to provide all the information requested on the form every week. It is very important that you check your form for completeness and accuracy prior to submitting it. If you submit an incomplete attendance form, your check cannot be released.
- Your attendance form is not received by the Benefit Center. If you file your weekly claim before your attendance form is processed you will receive a notice (form UCB-17I) with message 63 on it. This message reads "Payment week WK/YR is held due to a question about your eligibility. If payment cannot be made, you will be notified. Continue to file weekly claims." This message means only that payment is held, not that it has been denied. Your payment will be released after your attendance form is processed.
- If you fax your attendance form **AFTER** 3:00p.m., it will **NOT** be processed until the next business day.
- You fail to provide a written explanation of any absence from training in the week.
- You fail to enter P's (or amount of hours attended each day if in Remedial training) or A's; or you fail to obtain instructor's signatures (internet classes must still be verified via email or fax).
- You fail to sign or date the form.
- A holiday when there is no mail delivery.

IMPORTANT !!!!

If you are requesting mileage or travel reimbursement (part B.), you must also submit a copy of the form directly to your TAA Coordinator.